



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Project Work Plan

Doc Type: Contract

[Examples and instructions for completing this template are italicized in brackets. Fill in every blank and delete all examples and instructions before submitting final work plan. It is helpful to work with the "View Gridlines" turned from the Layout tab.]

[When drafting the work plan do not use underlines, as these are reserved for use in amended versions of work plans to indicate changes.]

MPCA Use Only	
Swift #:	
CR #:	

Project Title:

[No more than 10 words, 50 characters or less] [For watershed program work, use watershed name and project type (e.g., Snake River Watershed Restoration and Protection Project)]

1. Project Summary:

Organization:

Contractor contact name:

Title:

Address:

Phone:

Fax:

E-mail:

Subcontractor(s)/Partner(s): *[list all subcontractors, partners if applicable]*

Organization:

Project manager:

Address:

Phone:

Fax:

E-mail:

2. Statement of Problems, Opportunities, and Existing Conditions

<insert text here, using Arial 9pt font>

[This section should explain the purpose for the project to ensure that all parties to this contract have a common understanding of why this work is being done. However, be brief and concise—do not cut and paste large sections from previous reports. Elements to address, as applicable: general description of the project area; why the project is taking place and potential opportunities for success; the known, suspected, or potential problems; brief overview of previously completed relevant work related to the project; organization information. Within the scope be sure to address both the technical and human aspects of the project.]

3. Goals, Objectives, Tasks, and Subtasks

*[Use the headings below in the manner and order as shown. **Please note:** The goal statement will appear on the Clean Water Legacy website to describe this project.]*

***Goal:** <insert text here, using Arial 9pt font>

[Goals are clear statements of the purpose of your project, describing what the environmental benefits will be if the project is successful, or how your project is an important step in achieving an eventual environmental benefit. Projects generally should have one goal, but it may be appropriate to have more.]

[Add more objectives, tasks, and subtasks, as needed]

Objective 1: <insert text here, using Arial 9pt font>

[An objective is a collection of related tasks designed to achieve a goal. These should be brief and to the point]

Task A: <insert text here, using Arial 9pt font> [

[Tasks are the activities necessary to complete the objective, and subtasks are the activities necessary to complete tasks. Subtasks may not be necessary to include in all cases. For each task indicate what will be accomplished, by whom and how much of total funds it will cost to complete.]

Subtask 1: <insert text here, using Arial 9pt font> *[Example: Sample collection and shipping]*

Subtask 2: <insert text here, using Arial 9pt font> *[Example: Compile and input data to spreadsheets]*

Responsible Party: <insert text here, using Arial 9pt font> *[Example: Field technician, Consultant]*

Task B: <insert text here, using Arial 9pt font>

Subtask 1: <insert text here, using Arial 9pt font> *[Example: Sample collection and shipping]*

Subtask 2: <insert text here, using Arial 9pt font> *[Example: Compile and input data to spreadsheets]*

Responsible Party: <insert text here, using Arial 9pt font> *[Example: Field technician, Consultant]*

Task C: <insert text here, using Arial 9pt font> **Responsible Party(ies):** <insert text here, using Arial 9pt font>

[Example: Field technician]

Objective 1 Timeline: <insert text here, using Arial 9pt font>

Objective 1 Cost: <insert text here, using Arial 9pt font>

Objective 1 Deliverables: <insert text here, using Arial 9pt font> *[Deliverables are the tangible products of the tasks, such as reports, presentations, widgets, data, etc].*

4. Measurable Outcomes

<insert text here, using Arial 9pt font>

[All projects receiving funding must include proposed measurable outcomes, which is defined in Statute as “outcomes, indicators, or other performance measures that may be quantified or otherwise measured in order to measure the effectiveness of a project or program in meeting its intended goal or purpose.” (Minn. Stat. § 3.303, 10b)]

This section is intended for describing and measuring improvements to the environment. Although the scope of “diagnostic” work plans may not involve any on-the-ground implementation and actual improvement in water quality in the early stages, this section should describe the information to be gained that will inform and lead to environmental improvements.

Outcomes are different than a project’s deliverables. Deliverables are tangible, such as field work, data generated by field work, photos, reports, meetings, monitoring, or maps of target areas. Outcomes are less tangible, such as pollutant reductions that will directly improve the environment, or changed behaviors or practices, new understandings and new relationships that can inform and lead to eventual environmental improvements.

For any project, outcomes identify how this work will further the overall project goals (and how that in turn relates to the Agency’s goals or those associated with the funding source). Identify what the work funded by this contract is intended to accomplish, or what is going to change as a result of this work plan. Furthermore, outcomes must be measurable. The work plan should indicate how progress will be recognized and how it will be clear how much progress is occurring.]